

CITY COUNCIL

Gary L Hansen, Mayor
Jim Yoder, Vice Mayor
Larry Domenighini, Council Member
Lawrence Mello, Council Member
Jeff Williams, Council Member

INTERIM CITY MANAGER
Fire Chief, Wayne Peabody

CITY CLERK
Natalie Butler



201 North Lassen Street
Willows, CA 95988
(530) 934-7041
www.cityofwillows.org

CITY COUNCIL REGULAR MEETING AGENDA
August 23, 2016
7:00 p.m.

1. **Call to Order Willows City Council Regular Meeting – 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Presentations & Proclamations:**
 - a) Mayor Hansen will present a Proclamation entitled “A Day to Remember” to Barbara LaDoucer of the American Legion Auxiliary.
 - b) Mayor Hansen will present a Proclamation Declaring September 16, 2016 as “National POW/MIA Recognition Day” to Barbara LaDoucer of the American Legion Auxiliary.
5. **Public Comment / Written Communications:** Members of the public wishing to address the Council on any item(s) *not on the agenda* may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. ***(Public Comment is generally restricted to three minutes).***
6. **Consent Agenda:** Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda. It is recommended that the Council:
 - a) Consider approval of general checking, payroll & direct deposit check registers.
 - b) Consider approval of Minutes of the Regular City Council Meeting held on July 26, 2016.
 - c) Consider approval of the Report of the Treasury schedule of cash and investments as of June 30, 2016.
7. **Public Hearings:** None scheduled.
8. **Ordinances:** None.

9. **Items to be introduced by City Council or Administrative Staff for discussion purposes only:**

- Reminder of Special City Council Meeting scheduled for 2:00 p.m. on Thursday, August 25.

10. **New Business:**

Additional Funding for South Tehama Infrastructure Project (Basin Street Project):

By separate motions, consider the following:

- Authorizing the Interim City Manager to pursue additional grant funding from California Housing and Community Development via the CDBG Over-The-Counter Block Grant Program.
- Authorize the Interim City Manager to enter into a Packaging Agreement with 3Core for development and submittal of the Grant Application.
- Appropriate \$30,000 of Community Discretionary Funds (Fund 330) for the application services to be provided by 3Core.

11. **Council Member Reports:**

12. **Executive Session:** None

13. **Adjournment:**

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before August 19, 2016.

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org.

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information	Description
033769	07/27/16	GLE05	GLENN CO. FLEET SERVICES	3391.77	.00	3391.77	FL1636		VEHICLE MAINT & REPAIR JU
033770	07/27/16	HUN01	HUNT & SONS, INC.	1036.18 646.02	.00 .00	1036.18 646.02	201750 201753		GASOLINE DIESEL
			Check Total.....:	1682.20	.00	1682.20			
033771	07/27/16	NOR43	ACCESS	21.40	.00	21.40	B60727		SHEREDDING SERVICES JUNE
033772	07/27/16	NOR49	NORTH STATE AIR CONDITION	333.00	.00	333.00	001021		REPLACE TRANSFORMERS AT M
033773	07/27/16	PGE01	PG & E	15551.94	.00	15551.94	B60727		JUNE/JULY STMT PER ATTACH
033774	07/27/16	RED00	REDWOOD TOXICOLOGY LABORA	172.00	.00	172.00	562027		LAB SUPPLIES
033775	07/27/16	USB02	US BANK	855.31	.00	855.31	7623728		EQUIP. LEASE 6/20-7/20/16
033776	07/27/16	USB04	U.S. BANK CORPORATE PAYME	5163.79	.00	5163.79	B60727		JUNE STMT PER ATTACHED
033777	07/27/16	VER02	VERIZON WIRELESS	100.08	.00	100.08	8372797		TELEPHONE EXP. EC LIBRARY
033778	07/27/16	WAL07	WAL-MART COMMUNITY	265.74	.00	265.74	B60727		JUNE/JULY STMT PER ATTACH
033779	07/27/16	ATT01	A.T. & T.	1044.21	.00	1044.21	B60726		TELEPHONE EXP. 6/19-7/18/
033780	07/27/16	CAL01	CALIFORNIA WATER COMPANY	2957.46	.00	2957.46	B60726		WATER EXPENSE 6/11-7/12/1
033781	07/27/16	COM16	COMCAST CABLE	150.97	.00	150.97	B60726		INTERNET FD 7/19-8/18/16
033782	07/27/16	COR02	CORBIN WILLITS SYSTEMS	407.87	.00	407.87	B607151		CONT.SERV. FINANCE AUG 20
033783	07/27/16	DAY02	DAY WIRELESS SYSTEMS (04)	498.00	.00	498.00	581633		EQUIPMENT MAINTENANCE AUG
033784	07/27/16	DEP24	DEPARTMENT OF JUSTICE	20.00	.00	20.00	B60727		GUN RELEASE
033785	07/27/16	FED00	FEDEX	19.40	.00	19.40	548143870		SHIPPING PD
033786	07/27/16	FP000	FRANCOTYP-POSTALIA, INC.	83.85	.00	83.85	2896897		POSTAGE METER 7/1-9/30/16
033787	07/27/16	LAM01	LAMBERT INSURANCE AGENCY	12755.00 11602.00 29614.00 9107.00	.00 .00 .00 .00	12755.00 11602.00 29614.00 9107.00	104 105 106 109		RENEWAL-INLAND MARINE RENEWAL-COMMERCIAL AUTO RENEWAL-BUSINESS OWNERS P RENEWAL-SOLAR PANEL COVER
			Check Total.....:	63078.00	.00	63078.00			
033788	07/27/16	MAT01	MATSON & ISOM TECHNOLOGY	2771.00	.00	2771.00	54982		MANAGED PARTNER AGREEMENT
033789	07/27/16	MJB01	MJB WELDING SUPPLY, INC.	142.92	.00	142.92	629569		WELDING SUPPLIES
033790	07/27/16	MTS00	MT SHASTA SPRING WATER CO	45.08	.00	45.08	B60727		JULY STMT PER ATTACHED
033791	07/27/16	OFF05	OFFICE DEPOT, INC.	180.14	.00	180.14	9230001		OFFICE SUPPLIES
033792	07/27/16	PAC15	PACIFIC DATA CONNECTION	197.71	.00	197.71	16345		DATA COMMUNICATTON CABLE
033793	07/27/16	PAR09	CYNTHIA PARKS	70.06	.00	70.06	B60726		REIMBURSE JUMP START SNAC
033794	07/27/16	POP00	POPULAR SUBSCRIPTION SERV	388.87	.00	388.87	SW00568		MAGAZINES
033795	07/27/16	RHF00	R.H.F. INC.	80.00 109.00 232.60	.00 .00 .00	80.00 109.00 232.60	70782 70783 70784		NHTSA TESTING-HANDHELD RA NHTSA TESTING-RADAR NHTSA TESTING-CAR RADAR
			Check Total.....:	421.60	.00	421.60			
033796	07/27/16	SAC08	SACRAMENTO VALLEY MIRROR	105.30	.00	105.30	14147		CDBG/BUTANE ORD/WEED/ELEC
033797	07/27/16	SAC20	SAC. REGIONAL PUBLIC SAFE	92.00	.00	92.00	B60726		TRAINING 8/1-8/4/16
033798	07/27/16	SAF03	SAFETY TIRE SERVICE	16.32	.00	16.32	28589		REPAIR #32 TORO MOWER
033799	07/27/16	SAN02	SANI FOOD MARKET, INC.	34.69 40.41	.00 .00	34.69 40.41	28 138		PW REFRESHMENTS JUMP START REFRESHMENTS
			Check Total.....:	75.10	.00	75.10			
033800	07/27/16	SOE00	STEVE SOETH	100.00	.00	100.00	68174		BOOT ALLOWANCE

REPORT.: Jul 27 16 Wednesday
 RUN...: Jul 27 16 Time: 13:57
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 07-16 Bank Account.: 1045

PAGE: 002
 ID #: PY-DP
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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
033801	07/27/16	USA02	UNDERGROUND SERVICE ALERT	254.29	.00	254.29	16070335	MEMBERSHIP FEES
033802	07/27/16	VAL14	VALLEY TRUCK & TRACTOR CO	5.26	.00	5.26	631263	REPAIR #31 JD MOWER
				121.22	.00	121.22	633217	REPAIR #31 JD MOWER
				125.57	.00	125.57	633219	REPAIR #31 JD MOWER
			Check Total.....:	252.05	.00	252.05		
033803	07/27/16	VES01	RAY VESSELS	120.00	.00	120.00	B60726	TRAINING PER DIEM
033804	07/27/16	WAL07	WAL-MART COMMUNITY	92.33	.00	92.33	AB60727	JUNE STMT PER ATTACHED
033805	07/27/16	WILHG	WILLOWS GLASS	30.27	.00	30.27	I011792	GLASS CIVIC CENTER
			Cash Account Total.....:	101152.03	.00	101152.03		
			Total Disbursements.....:	101152.03	.00	101152.03		

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
033808	08/03/16	BAR01	BARCELOUX BROTHERS AUTO	151.14	.00	151.14	B60802	JUNE/JULY STMT PER ATTACH
033809	08/03/16	COR10	CORNING LUMBER CO., INC.	5.81	.00	5.81	323256	HARDWARE CLOTH
033810	08/03/16	NOR18	NORTHERN CALIF. GLOVES	10.82	.00	10.82	188196	SHIPPING ON RETURNED ITEM
033811	08/03/16	QUI01	QUINCY ENGINEERING	693.75	.00	693.75	16761-0	N BUTTE & N SACRAMENTO 4/
033812	08/03/16	TYC00	TY CUSTOM DESIGN INC	461.39	.00	461.39	8392	SERVICE PINS
033813	08/03/16	USB04	U.S. BANK CORPORATE PAYME	145.89	.00	145.89	B60802	JUNE/JULY STMT PER ATTACH
033814	08/03/16	AME02	AMERIPRIDE UNIFORM SVCS.	205.16	.00	285.16	B60803	JULY STMT PER ATTACHED
033815	08/03/16	ATT01	A.T.& T.	1044.21	.00	1044.21	B60803	TELEPHONE EXP.6/16-7/18/1
033816	08/03/16	BAK06	BAKER & TAYLOR BOOKS	89.90	.00	89.90	1655327	NEW PRINT MAT. LIBRARY
				381.07	.00	381.07	1656735	NEW PRINT MAT. LIBRARY
			Check Total.....:	470.97	.00	470.97		
033817	08/03/16	BAR01	BARCELOUX BROTHERS AUTO	95.93	.00	95.93	B60803	JULY STMT PER ATTACHED
033818	08/03/16	CAL55	CALIFORNIA DEPARTMENT OF	2447.75	.00	2447.75	B60803	STREAM BED ALTERATION PER
033819	08/03/16	COM16	COMCAST CABLE	145.97	.00	145.97	B60803	INTERNET ADMIN 7/29-8/28/
033820	08/03/16	COR10	CORNING LUMBER CO., INC.	8.58	.00	8.58	328789	STREET REPAIR
033821	08/03/16	CRE01	CREATIVE COMPOSITION	177.00	.00	177.00	92883	TIMECARDS
033822	08/03/16	CUR01	L.N. CURTIS & SONS	37.39	.00	37.39	39490	LENS
033823	08/03/16	FGL00	FGL ENVIRONMENTAL	85.00	.00	85.00	675014A	BACTI ANALYSIS
033824	08/03/16	GAY02	GAYNOR TELESYSTEMS, INC.	1725.15	.00	1725.15	AGR72316	SUPPORT PLAN 8/17/16-8/16
033825	08/03/16	GLE12	GLENN COUNTY TAX COLLECTO	332.77	.00	332.77	B60803	2016 PROPERTY TAX 145 N L
				319.91	.00	319.91	AB60803	2016 PROPERTY TAX 139 N L
			Check Total.....:	652.68	.00	652.68		
033826	08/03/16	GLE26	COUNTY OF GLENN	524.00	.00	524.00	B60803	HAZARDOUS MATERIAL PERMIT
033827	08/03/16	HUN00	HUNT & JEPSON ATTORNEYS	810.00	.00	810.00	2016-07	GENERAL PUBLIC AGENCY REP
033828	08/03/16	INK01	THE INKWELL	154.72	.00	154.72	B60803	JULY STMT PER ATTACHED
033829	08/03/16	ITP01	INDUSTRIAL TRUCK & FARM	27.28	.00	27.28	B60803	JULY STMT PER ATTACHED
033830	08/03/16	JOY01	JOYFUL NOISE PRESCHOOL	100.00	.00	100.00	B60803	REIMBURSE USE OF JOYFUL N
033831	08/03/16	KNI03	KNIFE RIVER CONSTRUCTION	596.75	.00	596.75	172260	STREET REPAIR
033832	08/03/16	LIN01	LINCOLN AQUATICS	451.63	.00	451.63	S1296958	POOL SUPPLIES
				656.18	.00	656.18	S1297052	POOL SUPPLIES
			Check Total.....:	1107.81	.00	1107.81		
033833	08/03/16	MAD02	MADSEN'S CONCRETE & PUMPI	1196.30	.00	1196.30	171	SAND SLURRY
033834	08/03/16	MAT01	MATSON & ISOM TECHNOLOGY	309.30	.00	309.30	19215	DELL MONITOR
				77.00	.00	77.00	22473	WARRANTY EXTENSION
			Check Total.....:	386.30	.00	386.30		
033835	08/03/16	MEN02	MENDES SUPPLY COMPANY	337.15	.00	337.15	01325200	PAPER PRODUCTS/SOAP
033836	08/03/16	OFF05	OFFICE DEPOT, INC.	291.12	.00	291.12	8240001	OFFICE SUPPLIES PD
033837	08/03/16	PAR09	CYNTHIA PARKS	47.33	.00	47.33	B60803	REIMBURSE JUMP START SNAC
033838	08/03/16	SAC08	SACRAMENTO VALLEY MIRROR	651.75	.00	651.75	14170	CLASSIFIED/LEGAL ADS
033839	08/03/16	SEV00	SEVERN TRENT ENVIRONMENTA	50589.58	.00	50589.58	2085333	WILLOWS OPERATION JULY 20
033840	08/03/16	THR00	3CORE	5500.00	.00	5500.00	715201611	EDA PARTNERSHIP AGREEMENT
033841	08/03/16	USB02	US BANK	795.83	.00	795.83	9817534	EQUIP. MAINT. 7/20-8/20/1

REPORT : Aug 03 16 Wednesday
 RUN : Aug 03 16 Time: 14:43
 Run By : JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 08-16 Bank Account.: 1045

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 ID #: FY-DP
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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
033842	08/03/16	USB04	U.S. BANK CORPORATE PAYME	1086.09	.00	1086.09	B60803	JULY STMT PER ATTACHED
033843	08/03/16	VAL14	VALLEY TRUCK & TRACTOR CO	179.94	.00	179.94	634226	#31 MOWER REPAIR
033844	08/03/16	WIL00	WILLOWS AUTOMOTIVE	427.00	.00	427.00	4569	#31 JD MOWER REPAIR
033845	08/03/16	WILHD	WILLOWS HARDWARE, INC.	85.89	.00	85.89	B60803	JULY STMT PER ATTACHED
033846	08/03/16	WILHI	WILLOWS ACE HARDWARE	200.06	.00	200.06	B60803	JULY STMT PER ATTACHED
Cash Account Total.....:				73739.49	.00	73739.49		
Total Disbursements.....:				73739.49	.00	73739.49		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
033666	08/09/16	STO00	MICHAEL STOVER	-215.00	.00	-215.00	B60615u	Ck# 033666 Reversed
033847	08/09/16	RDD00	EMPLOYMENT DEV. DRPT.	5486.00	.00	5486.00	6880544	UNEMPLOYMENT INSURANCE 4/
033848	08/09/16	WIL17	WILLDAN	7325.00 7300.00	.00 .00	7325.00 7300.00	712059 7-12031R	PLANNING SERVICES JUNE 20 PLANNING SERVICES APRIL 2
Check Total.....:				14625.00	.00	14625.00		
033849	08/09/16	ABO00	STEVE ABOLD	200.00	.00	200.00	B60809	PUB. WKS. TOOL PARKS/PUB.
033850	08/09/16	AME02	AMERIPRIDE UNIFORM SVCS.	261.03	.00	261.03	B60809	UNIFORMS PD JULY 2016
033851	08/09/16	C&R00	C & R RADIO	174.15	.00	174.15	947	ANTENNAS
033852	08/09/16	COM16	COMCAST CABLE	52.66	.00	52.66	B60809	INTERNET PD 8/7-9/6/16
033853	08/09/16	CUR01	L.N. CURTIS & SONS	17.53	.00	17.53	42557	TEMPLE SLEEVES
033854	08/09/16	EVE00	EVERGREEN NOTE SERVICING	45.00	.00	45.00	B60809	NOTE SERVICING JULY 2016
033855	08/09/16	GAN01	GANDY-STALEY OIL CO.	1076.10 561.17	.00 .00	1076.10 561.17	B60809 AB60809	CARDLOCK PD JULY 2016 CARDLOCK PD JULY 2016
Check Total.....:				1637.27	.00	1637.27		
033856	08/09/16	HUN01	HUNT & SONS, INC.	447.34	.00	447.34	400626	CARDLOCK PD JULY 2016
033857	08/09/16	IBR01	KEENAN IBRAHIM	150.00	.00	150.00	B60809	REIMBURSE LIFEGUARD TRAIN
033858	08/09/16	INK01	THE INKWELL	15.12	.00	15.12	11098	SHIPPING CHARGES
033859	08/09/16	LEM01	CAROL LEMENAGER	200.00	.00	200.00	B60809	VEHICLE ALLOW. RECREATION
033860	08/09/16	LIN01	LINCOLN AQUATICS	448.46	.00	448.46	SI297427	POOL SUPPLIES
033861	08/09/16	MAD02	MADSEN'S CONCRETE & PUMPI	378.00	.00	378.00	177/178	SIDEWALK REPAIR
033862	08/09/16	MJB01	MJB WELDING SUPPLY, INC.	36.00	.00	36.00	1133875	CYLINDER RENTAL JULY 2016
033863	08/09/16	NCC01	NCCSIF	65124.00 41425.00	.00 .00	65124.00 41425.00	1248 1292	LIABILITY INSURANCE 7/1/1 WORKERS COMP. 7/1/16-6/30
Check Total.....:				106549.00	.00	106549.00		
033864	08/09/16	NOR10	NORTH STATE AIR COND. &	182.81	.00	182.81	WEB1033	REFRIGERATOR REPAIR
033865	08/09/16	NOR43	ACCESS	21.40	.00	21.40	1557842	SHREDDING SERVICES JULY 2
033866	08/09/16	NSW00	NSWTS	100.00	.00	100.00	NW2965	MONTHLY SERVICE CHARGE JU
033867	08/09/16	O'R01	O'REILLY AUTO PARTS	103.51	.00	103.51	B60809	JULY STMT PER ATTACHED
033868	08/09/16	OFF05	OFFICE DEPOT, INC.	151.35 68.31	.00 .00	151.35 68.31	8035001 9667001	OFFICE SUPPLIES ADMIN OFFICE SUPPLIES PD
Check Total.....:				219.66	.00	219.66		
033869	08/09/16	PAL00	ESTEBAN PALACIOS	235.00	.00	235.00	B60809	REIMBURSE LIFEGUARD TRAIN
033870	08/09/16	PEA00	WAYNE PEABODY	200.00	.00	200.00	B60809	TECHNOLOGY ALLOWANCE AUG
033871	08/09/16	PFY01	KATELYN PFYL	150.00	.00	150.00	B60809	REIMBURSE LIFEGUARD TRAIN
033872	08/09/16	SAI02	TIMOTHY L. SALLSBERY	200.00	.00	200.00	B60809	VEHICLE ALLOW. FINANCE AU
033873	08/09/16	STO00	MICHAEL STOVER	215.00	.00	215.00	B60809	CLOTHING EXP-REPLACE CK#
033874	08/09/16	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	B60809	RENT ELK CREEK LIBRARY AU
033875	08/09/16	VER02	VERIZON WIRELESS	540.59	.00	540.59	B60809	TELEPHONE EXP.6/27-7/26/1
Cash Account Total.....:				132775.53	.00	132775.53		
Total Disbursements.....:				132775.53	.00	132775.53		
Cash Account Total.....:				.00	.00	.00		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information	Description
033876	08/17/16	CAL12	CALIF. PARK & RECREATION	170.00	.00	170.00	B60816		CPRS MEMBERSHIP 11/1/16-1
033877	08/17/16	COA00	COASTLAND CIVIL ENGINEERI	1212.23	.00	1212.23	39834		EDA GRANT THROUGH 7/31/16
				60.00	.00	60.00	39838		WILLOWS LLAD THROUGH 7/31
				300.00	.00	300.00	39944		SWARTZ/HILBERS THROUGH 7/
				1323.75	.00	1323.75	39978		UPDATE CONSTRUCTION STAND
				1267.50	.00	1267.50	39990		WILLOWS FAMILY APTS THROU
				5805.54	.00	5805.54	40002		TEHAMA ST RECONSTRUCTION
				6738.00	.00	6738.00	40003		SACRAMENTO-BUTTE ST THROU
			Check Total.....:	16707.02	.00	16707.02			
033878	08/17/16	COM16	COMCAST CABLE	55.15	.00	55.15	B60816		LIBRARY INTERNET 8/3-9/2/
033879	08/17/16	COR00	CORNING FORD MERCURY	129.67	.00	129.67	22989		FLATBED REPAIR
033880	08/17/16	EWI00	EWING IRRIG. PRODUCTS, INC	59.66	.00	59.66	3982905		SPRINKLER REPAIR
033881	08/17/16	CAL06	GALE	921.28	.00	921.28	58472888		PAPERBACKS
033882	08/17/16	GAN01	GANDY-STALEY OIL CO.	1293.82	.00	1293.82	B60816		JULY STMT PER ATTACHED
033883	08/17/16	GLE48	GLENN LOCAL AGENCY FORMAT	10000.00	.00	10000.00	2016001CW		LAFCO EXPENSE 2016-2017
033884	08/17/16	GRA00	GRAY ROCK TRUCKING	225.00	.00	225.00	3695		PRODUCT DELIVERY
033885	08/17/16	HUN01	HUNT & SONS, INC.	1275.67	.00	1275.67	424144		FUEL PW/SEWER
				34.13	.00	34.13	429649		GUAGE
			Check Total.....:	1309.80	.00	1309.80			
033886	08/17/16	JER00	JEREMY'S PEST STOMPERS	30.00	.00	30.00	85167		PEST CONTROL FD
033887	08/17/16	KNI03	KNIFE RIVER CONSTRUCTION	669.92	.00	669.92	172024		3/8 PG 64-10AC
				2136.78	.00	2136.78	172627		3/8 PG 64-10 AC
				341.57	.00	341.57	172628		3/8 PG 64-10 AC
			Check Total.....:	3148.27	.00	3148.27			
033888	08/17/16	LIN01	LINCOLN AQUATICS	751.72	.00	751.72	SI298283		POOL SUPPLIES
033889	08/17/16	MAT01	MATSON & ISOM TECHNOLOGY	131.00	.00	131.00	55215		PARTS AND EQUIPMENT
				2771.00	.00	2771.00	55319		MANAGED PARTNER AGREEMENT
			Check Total.....:	2902.00	.00	2902.00			
033890	08/17/16	MCC01	MCCAIN	118.26	.00	118.26	0211549		TRAFFIC LIGHT RED ARROW
033891	08/17/16	MTS00	MT SHASTA SPRING WATER CO	17.73	.00	17.73	B60817		WATER PD AUG 2016
033892	08/17/16	NSW00	NSWTS	100.00	.00	100.00	NW2291		MONTHLY SERVICE CHARGE AU
033893	08/17/16	OCL00	OCLC, INC.	72.14	.00	72.14	478282		MONTHLY SUBSCRIPTION JULY
033894	08/17/16	ORL08	ORLAND SAW & MOWER	27.44	.00	27.44	19467		R12 REPAIR
033895	08/17/16	PGE01	PG & E	4612.51	.00	4612.51	B60816		P.G. & E. 1600 S TEHAMA 7
033896	08/17/16	PRD00	PR DIAMOND PRODUCTS, INC	525.00	.00	525.00	42155IN		ASPHALT/CONCRETE
033897	08/17/16	RAY06	RAY'S WESTSIDE POOL SERVI	3180.00	.00	3180.00	B60816		POOL SERVICE JULY/AUGUST
033898	08/17/16	RIV05	RIVERVIEW INTERNATIONAL	359.03	.00	359.03	905943		R16 BRAKE REPAIR
033899	08/17/16	SPP00	SPP FUND MASTER TENANT, L	9581.54	.00	9581.54	138634267		SOLAR ELECTRICITY JULY 20
033900	08/17/16	UNI10	UNITED ROTARY BRUSH CORP.	408.44	.00	408.44	CI189894		SWEEPER REPAIR
033901	08/17/16	VER02	VERIZON WIRELESS	100.08	.00	100.08	B60817		TELEPHONE EXP. EC LIBRARY
033902	08/17/16	WOL02	MATT WOLDER	175.00	.00	175.00	B60816		REIMBURSE LIFEGUARD TRAIN
			Cash Account Total.....:	56980.56	.00	56980.56			
			Total Disbursements.....:	56980.56	.00	56980.56			

MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD July 26, 2016

1. Mayor Hansen called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Former Willows City Council Member and several times Mayor, Vince Holvik led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Council Members Mello, Williams, Yoder & Mayor Hansen.
Absent: Council Member Domenighini
4. **Presentations & Proclamations:** None
5. **Public Comment/Written Communications:** None
6. **Consent Agenda:**
M/S –Williams/Yoder to approve the Consent Agenda as presented. All Ayes and the motion unanimously passed 4/0 with Council Member Domenighini absent, and the following items were approved/adopted:
 - a) Approval of General Checking (33673-33767), Payroll (36028-36269) and Direct Deposit Check Registers (Z07413-Z07497).
 - b) Approval of the Minutes of the Willows City Council Meeting held on July 12, 2016.
 - c) Adoption of a Resolution approving an appropriation of \$2293.20 from the General Fund to 301.7233.400 for Police equipment.
7. **Public Hearings:**
 - a) Weed Abatement public hearing confirming costs of abatement and declaring them a special assessment:

On April 26 the City Council adopted a resolution declaring rubbish, weeds, and refuse to be public nuisances and the Fire Department had conducted a sight-survey of the areas in town that had nuisances and notified the property owners that they must remove the nuisance or the City would perform this task and bill the property owner accordingly.

In accordance with the California Administrative Code, a hearing is required prior to the adoption of a resolution to confirm the costs of weed abatement and declaring those costs a lien against those properties on which work was performed by the City's weed abatement contractor. The purpose of this hearing is only to discuss the cost of the abatement. The protest hearing was previously held on May 14, 2016 when the Council conducted a public hearing and ordered the abatement of certain parcels that were not in compliance.

It should be noted that there has been no increase of Contractor fees from last year, as the Contractor did not request a CPI increase, even though the opportunity to submit a written request to the City to receive an annual increase is an option in the contract.

Mayor Hansen opened the public hearing at 7:08 p.m. Vince Holvik inquired about who is the current Weed Abatement Contractor for the City. Interim City Manager Wayne Peabody stated that Tony Tapia is the current Contractor. Hearing no other comments, Mayor Hansen closed the public hearing at 7:08 p.m. **M/S – Mello/Yoder** to adopt a Resolution confirming costs of abatement and declaring them a special assessment effective August 5, 2016. The motion unanimously passed 4/0 by a roll-call vote and Council Member Domenighini absent.

8. Ordinances:

a) Ordinance regulating butane sales and possession in the City of Willows:

The Chief of Police proposed a City Ordinance to limit the amount of butane a person can purchase and possess, as well as the amount of butane a business can sell within the City of Willows. The Council unanimously passed first reading of the Ordinance at their regular meeting held on July 12, 2016 and staff is now recommending that the Council pass second reading by title only and adopt the Ordinance.

M/S – Mello/Williams to read by title only the Ordinance next in line. The motion unanimously passed 4/0 by a roll-call vote with Council Member Domenighini absent.

M/S – Mello/Yoder to pass second reading and adopt an Ordinance entitled “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING TITLE 9, ADDING CHAPTER 9.25 OF THE WILLOWS MUNICIPAL CODE TO REGULATE BUTANE RESALE”. The motion unanimously passed 4/0 by a roll-call vote with Council Member Domenighini absent.

b) Ordinance repealing sections of Title IX of the Willows Municipal Code:

This Ordinance was introduced to the City Council at their July 12, 2016 Meeting, where they unanimously voted to pass first reading. This Ordinance is repealing two archaic ordinances within the Willows Municipal Code that are currently unenforceable and borderline unconstitutional and staff is recommending that the Council pass second reading by title only and adopt the Ordinance. The motion unanimously passed 4/0 by a roll-call vote and with Council Member Domenighini absent.

M/S – Williams/Yoder to read by title only the Ordinance next in line. The motion unanimously passed 4/0 by a roll call vote and with Council Member Domenighini absent.

M/S – Williams/Yoder to pass second reading and adopt an Ordinance entitled “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS REPEALING TITLE IX SECTION 9.05.240 & 9.05.320 OF CHAPTER 9.05 OF THE WILLOWS MUNICIPAL

CODE”. The motion unanimously passed 4/0 by a roll call vote and Council Member Domenighini absent.

9. Items introduced by City Council or Administrative Staff for discussion purposes only:

Council Member Mello asked if the Council could get an update on the current mosquito abatement efforts from Glenn County Mosquito & Vector Control Board Representative Vince Holvik. Mr. Holvik, the City’s representative to the GCMVCB, reported that the Vector Control Board placed 28 collection spots out, and 11 of those contained West Nile Virus. They have not found any dead or infected birds with the virus at this point and no human cases have been reported in Glenn County yet. Mr. Holvik stated that the virus is out there and prevalent and he reminded people to keep standing water under control & drained, to stay indoors as much as possible from dusk to dawn, use mosquito repellent which contains Deet and to dress appropriately to avoid getting bit.

Council Member Williams read a statement that he prepared as follows:

“Mr. Mayor and Council Members, I would like to look at or look into relaxing some of our local ordinances and regulations to possibly spur interest in revitalizing some of our old buildings and empty businesses in our city.” He further stated that he did not want to put Interim City Manager Wayne Peabody on the spot, but that he and the ICM had a discussion the other day and ICM Peabody told him that when he started [his employment] with the city, that the city had many more city employees than we have now, and the city is having a tough time supporting the ones that they do have. So what he is looking at is to bring in – if people do clean-up of properties and things like that, it brings up property values which brings in more tax base. Also, the city is nearly \$200K in the red this year and it looks like they will be at about \$275K short next year. Council Member Williams continued, stating that we all complain about the Federal and State Government pushing down burdensome regulations to the local levels, such as the Chromium VI mandates, so his belief is for the Council not to add any more burden to that if it is not absolutely necessary. He knows about the issue that the City Council had [with the Michael & Monica Schwenne Use Permit Appeal] on Tehama Street, and he wants to help old motels and that if City Council doesn’t have to do something by State regulation, they should make it feasible for somebody to come in and possibly revitalize those [hotels] because that way the City could collect Transient Occupancy Tax which it desperately needs.

Interim City Manager Peabody asked Council Member Williams if there was a certain Ordinance that he wanted to look at in particular. Council Member Williams stated that actually he did not because he is not all that well versed in it. Council Member Williams suggested that maybe he and Mr. Peabody could get together, as he is not savvy in

Ordinances. He stated that realistically the City has a lot of regulations that are forced upon them by the state and there is not a whole lot of choice about that. However, if there are some regulations that the City adds locally, maybe the Council can relax them a bit. He's not suggesting they be eliminated completely; he just wants it to be more feasible for somebody wanting to try cleaning up some of the City's downtown. He also stated that he would like to see the City Council as a group, do a walk downtown and look at some of the conditions and deterioration. He does a lot of walking and bicycling around the town and he notices a lot of disrepair and he just doesn't see things getting better if this is the path that the Council is going to continue going down.

Interim City Willows Manager Peabody explained that the City has programs in place and rules and regulations accordingly and there are zoning rules that apply to each specific area of the city. ICM Peabody informed the Council that in-house staff is working very hard to welcome new business prospects with open arms and he would recommend anybody looking at a property to conduct business, to stop by City Hall and meet with the City's planning consultant, Karen Mantele, to determine what uses are allowed in that zone and to learn about the process that they will need to go through to get their business up and running. Karen, along with all City staff members, are very approachable and welcoming and encouraging to businesses with a desire to come into the City, but unfortunately, there will be specific rules, processes and regulations placed upon prospective business operators/owners.

ICM Peabody stated that when he and Council Member Williams get together, it would be good for Council Member Williams to pick a certain spot within the Municipal Code that he would like to focus on changing and this way they will at least have a starting point on which to base their discussion. He also stated that it should be realized up front that if or when the City does make changes to the Municipal Code, it effects the Council, the Planning Commission and the General Plan and there are a lot of steps involved with changing an Ordinance. Additionally he stated that there are also ramifications for making changes to the code, in that, you wouldn't want to get ten or more years into the future and have to change the code back. He reiterated to Council Member Williams that if there is a certain section of the Municipal Code that he would like changed, he would be happy to take a look at it. He also stated that one item they might want to start with is taking a look at the vocabulary and definitions sections. ICM Peabody concluded his remarks by stating that once it is determined what specifically Council Member Williams would like to look at, he will set up a meeting between himself, Council Member Williams and City Planner Karen Mantele.

Council Member Williams then stated that he was very impressed by Julia Mercado's comments during a previous City Council Meeting where she was thankful for all of the

help from City Planner Karen Mantele and members of the staff in trying to streamline the process when her and her husband were trying to open up a meat processing facility on Tehama Street. He stated that it is things like that that he is open for. He stated that he is just concerned with the way the City's budget looks and looking five years down the road if the City keeps going in the direction its going, the City is not going to exist.

10. New Business:

- a) Consider adoption of a Resolution approving an extension of the Professional Services Agreement with Willdan Engineering to provide General Planning and Environmental Services to the City for three years through fiscal year 2018-19:

This is an item to request that the Council consider a proposal letter from Willdan Engineering Group requesting to continue to provide Planning and Environmental services for the City of Willows. The City has always had very good service from the Willdan Group and there are a lot of things that the City receives from Willdan that a lot of people don't know about. Present at the meeting was Karen Mantele who has been the City's Planning Consultant for nearly the last decade. Ms. Mantele is currently contracted with Willdan to provide planning and environmental services to the City and she has done outstanding work for the City. The advantage to having a company like Willdan providing planning and environmental services is that there is a whole team of professionals working behind Ms. Mantele when unusual items arise and she would need assistance. In recent negotiations with Willdan, the City requested that the hourly rate maintain the same for fiscal year 2016-17, with two subsequent CPI increases – one in FY 2017-18 and the next in FY 2018-2019. City staff called around and did a quick survey of the surrounding jurisdictions and found a range of \$108 to \$135 to \$212 per hour being paid to Planning Consultants, so our \$100 per hour is right in the ballpark. Staff believes renewing the contract with Willdan is a very good option in order to maintain the continuity of the projects that are currently going in the City and to hopefully secure the next 5 years for the city and its future. The City currently has some very positive projects that are happening with Ms. Mantele and she has taken very good care of the City and the Willdan Planning Group is doing a very good job.

Council Member Mello stated that he has no reason, nor has staff given him any reason, to discontinue the use of Willdan's services. He tried to find a reason and just couldn't even find a reason to do anything except continue the contract.

Council Member Williams stated that prior to ICM Peabody's comments in regards to what other cities pay for planning services, he had a written statement prepared which he read as follows:

“We've been very happy with the professional services that have been provided by Willdan and Karen and have no complaints about that. They are very professional. But I believe that we should do an RFP to show the citizens that we are being financially prudent with their money; especially considering our financial situation which is the deficit”.

He then stated that now having heard the added information that ICM Peabody shared during his staff report presentation, he now believes it appears that we are in the ballpark with what we are paying and he doesn't think we could be happier with the services provided by Willdan, therefore he no longer believes an RFP would be necessary.

Council Member Yoder stated that the City has had such a professional relationship with Ms. Mantele and Willdan over the years, that he wonders why fix something if it isn't broke. The City is moving forward and not looking back, so why would the Council want to go out and even entertain something else? He understands that somebody might be willing to do the job for \$90/hour, but the City will not get the expertise that they are getting from Ms. Mantele and Willdan Engineering. They provide excellent services for the City, and he does not believe that it would be responsible to sever that relationship and risk the chance of getting somebody for less money and less expertise, because eventually the City would likely have to go back to Willdan, at which point they may charge us even more because they would know that the City needs them. He also stated that the City is getting quite a deal, as Ms. Mantele acknowledged that she does not begin charging the City until she is physically at City Hall, and no fees are charged for travel-time like many other consultant firms charge, among other fees. That in itself saves the city hours of costs. He has seen through the years that Ms. Mantele is valuable to the City and he would really be opposed to going out to an RFP at this point.

Mayor Hansen stated that he believes the City has a definite bargain with Willdan Engineering and the professional exemplary services of Karen Mantele, the Principal Planner for the City for nearly the last decade. The historical institutional knowledge that Ms. Mantele has, coupled with her professional services makes her worth her weight in gold as far as Mayor Hansen is concerned. The Willdan proposal for \$100.00 per hour for this fiscal year and CPI increases for the following two fiscal years is a bargain that he believes the City can't pass up. It would be irresponsible of the Council to even consider moving in a different direction.

M/S – Williams/Yoder to adopt a Resolution authorizing an extension of the public agency agreement with Willdan Engineering Consultants for General Planning and Environmental Services through Fiscal Year 2018-2019. The motion unanimously passed 4/0 by a roll-call vote with Council Member Domenighini absent.

11. Council Member Reports:

- Council Member Mello stated that it's nice to see that the Police Department's overtime has been reduced, although the statistics have come up. He also stated that the Tower Theatre now has a new property owner and it would be nice for the City to have a good rapport with them and hopefully have good plans for the building; but if not, maybe the dialogue could be there to investigate some groups out there that have expressed an interest in taking that building and drawing a Glenn County rice mural on it. He just hopes that the dialogue stays open with that.

- Council Member Williams stated that he would like to thank Public Works Director Steve Soeth and the Public Works staff for patching a really large hole in the road at the corner of Willow and Lassen Streets. The reason he brings this up is because they actually did a better job paving that hole than the company that paved the office at his place of employment. Council Member Williams also announced that on Sunday he took his grandson to Jensen Park and at one point they had a need to use the restroom and he was amazed at how clean they were and he gave kudos to the Public Works staff. He stated he was disappointed, not at staff, but at citizens that use the parks because he stated that he picked up probably about 25 red solo cups and some other trash that had been left in the park.
- Mayor Hansen reported that he attended the most recent Glenn County Transit and Transportation meetings and it was generally routine items that were discussed. One major item discussed was to approve a new contract for Emergency Audit Services. This year the 3-year contract was awarded to Donald Reynolds, CPA.

12. **Executive Session:** None

13. **Adjournment:** Mayor Hansen adjourned the meeting at 7:36 p.m.

Dated: July 12, 2016

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

City of Willows
Report of the Treasury
Schedule of Cash and Investments
As of June 30, 2016

Pursuant to Government Code Section 53646, listed below is a schedule of Cash and Investments held by the City of Willows.

Par	Description of Security/ Financial Institution	Investment Policy Category	Coupon Rate	Maturity Date	Adjusted Cost Basis	Weighted Average Yield To Maturity	Current Market (Over 12 Mos.)
N/A	Petty Cash Held on Hand	N/A	N/A	N/A	\$ 200.00	N/A	\$ 200.00
N/A	General Checking Account/ Umpqua Bank	N/A	N/A	N/A	\$ 568,854.18	N/A	\$ 568,854.18
N/A	General Checking Account/ Bank of America	N/A	N/A	N/A	\$ 59,074.91	N/A	\$ 59,074.91
N/A	US Bank-Money Market As Custodian of Edward Jones Investment Funds	D	0.20%	Var.	\$ (165.00)	N/A	\$ (165.00)
N/A	Cash Account Stifel Nicolaus	N/A	N/A	N/A	\$ 1,002.79	N/A	\$ 1,002.79
N/A	Local Agency Investment Fund/ Office of the Treasurer, State of California	C	0.55%	Var.	\$ 1,829,871.22	Var.	\$ 1,831,007.98
N/A	Money Market Account/ Umpqua Bank	D	0.35%	N/A	\$ 554,123.46	N/A	\$ 554,123.46
\$ 675,000.00	US Bank-As Custodian of Edward Jones Investments-Certificates of Deposit	B	0.90-2.05%	12/14/16- 3/10/2021	\$ 675,000.00	1.65%	\$ 676,400.54
\$ 600,000.00	Negotiable Certificates of Deposit Stifel Nicolaus-Custodian	B	1.90-2.35%	10/11/18- 10/28/2020	\$ 600,000.00	2.09%	\$ 616,510.00
\$ 150,000.00	US Government Agency Term Notes Federal Home Loan Bank (\$150,000) Stifel Nicolaus-Custodian	E	1.68%	2/27/2019	\$ 150,000.00	1.68%	\$ 153,507.00
Total							\$ 4,437,961.56

I certify that this report reflects all Government Agency cash and pooled investments and is in conformity with the Investment Policy of the City of Willows as stated in the annual investment policy approved by the City Council. A copy of the investment policy is available at the Office of the Finance Director. The Investment Program herein provides sufficient cash flow liquidity to meet the estimated expenditures for the next 180 days.

Submitted: _____
Finance Director

AGENDA ITEM

TO: Honorable Mayor Hansen and Members of the Willows City Council
FROM: Wayne Peabody, Interim City Manager
SUBJECT: Additional Funding for South Tehama Infrastructure Project (Basin Street Project)

RECOMMENDATION

By motion, it is recommended that Council:

1. Authorize the Interim City Manager to pursue additional grant funding from California Housing and Community Development via the CDBG Over-The-Counter Block Grant Program
2. Authorize the Interim City Manager to enter into a Packaging Agreement with 3Core for development and submittal of the Grant Application
3. Appropriate \$30,000 of Community Discretionary Funds (Fund 330) for the application services to be provided by 3Core

SITUATION (or BACKGROUND):

At the September 8, 2015 meeting, the Willows City Council approved entering into a grant agreement with the US Economic Development Agency ("EDA") for the following funding for infrastructure improvements along South Tehama Street to the entrance of the Basin Street Commercial Development:

EDA Grant Funds	\$2,500,000
<u>Matching Funds</u>	<u>\$1,071,429</u> (Half Basin St., Half City Impact Fee and Sewer)
Original Project Proposal	\$3,571,429

Of this \$3,571,429, \$2,979,431 was attributed to actual construction and contingency costs.

The project has moved through a number of processes (environmental, design edits, development agreement, etc.) and, now, John Wanger has completed a Preliminary Engineer's Estimate of Probable Cost of Construction, and the revised construction estimate, including contingency, is \$4,465,633. This estimate is \$1,486,202 greater than the original estimate of \$2,979,431. Required re-design (including the bridge) and material cost changes since original estimates have led to the significant change.

Per conversations with Marc Nemanic at 3Core, it appears that this project may fit the parameters of a CDBG Over-The Counter Grant. This appears to be the only viable option available, from a grant standpoint, to fill the funding gap. Other resources are going to be out of pocket or loan based, so this appears to be our best viable option.

The OTC process is competitive and must meet certain economic development parameters, including job creation/retention. As such, we will be entering into this agreement without certainty that we will be awarded the grant. However, it is worth the \$30,000 for the professional assistance to apply in order to leverage approximately \$1.5MM in additional grant funds.

Please note that within the \$30,000 includes the completion of a Revised Program Income Reuse Plan (\$3,500). The City's PI Reuse Plan is now out-of-date, and a revised Plan is required for any further CDBG applications. As a result, we need to complete this process, and the plan will be in place for up to 5 years. This will allow us to not only apply for this grant, but it is a requirement to have in place for future CDBG grant applications.

FINANCIAL CONSIDERATIONS:

\$30,000 appropriation of Community Discretionary Funds (Beginning Fund balance approx.. \$108,000)

NOTIFICATION

Agenda posted in accordance with the Brown Act.

ALTERNATE ACTIONS

1. Approve Motions as Presented
2. Table and Request Additional Information
3. Recommend Alternatives

RECOMMENDATION

By motion, it is recommended that Council:

1. Authorize the Interim City Manager to pursue additional grant funding from California Housing and Community Development via the CDBG Over-The-Counter Block Grant Program
2. Authorize the Interim City Manager to enter into a Packaging Agreement with 3Core for development and submittal of the Grant Application
3. Appropriate \$30,000 of Community Discretionary Funds (Fund 330) for the application services to be provided by 3Core

Respectfully submitted,



Wayne Peabody
Interim Finance Director

Attachments:

Contract-3Core
Preliminary Engineer's Estimate of Probable Cost

City of Willows

EDA Project

8/4/2016

Preliminary Engineer's Estimate of Probable Cost

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total
1	Mobilization	1	LS	\$193,317.00	\$193,317.00
2	Traffic Control	1	LS	\$30,000.00	\$30,000.00
3	Shoring/Bracing	1	LS	\$80,000.00	\$80,000.00
Landscaping					
4	Swale - Excavate, scarify & backfill	7,672	SF	\$0.40	\$3,068.80
5	Top soil - bridge and swale	470	CY	\$50.00	\$23,500.00
6	Bark Mulch swale and bridge	125	CY	\$2.00	\$250.00
7	Hydroseed	132,768	SF	\$0.25	\$33,192.00
8	Shrubs (1 gal.)	112	EA	\$20.00	\$2,240.00
9	Shrubs (5 gal.)	200	EA	\$40.00	\$8,000.00
10	Trees (15 gal)	36	EA	\$150.00	\$5,400.00
11	Ground cover	3,040	SF	\$8.00	\$24,320.00
12	Field stone wall & fabric	110	LF	\$70.00	\$7,700.00
13	Root Barrier	36	EA	\$130.00	\$4,680.00
14	Irrigation	10,022	SF	\$2.25	\$22,549.50
Bridge					
15	Piers	160	CY	\$555.00	\$88,800.00
16	Abutment Walls & Footing	160.00	CY	\$555.00	\$88,800.00
17	Precast planks & topping	5,120	SF	\$88.80	\$454,656.00

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total
18	Approach slab	1,200	SF	\$27.75	\$33,300.00
19	Sleeper pads	26	CY	\$555.00	\$14,430.00
20	Planter walls	300	LF	\$44.40	\$13,320.00
21	Cable railings	160	LF	\$55.50	\$8,880.00
22	Accessories/Misc.	1	LS	\$22,200.00	\$22,200.00

Underground Dry Utilities

23	AA 12X29	15	LF	\$50.00	\$750.00
24	BB 12X27	128	LF	\$50.00	\$6,400.00
25	BB1 12X35	109	LF	\$50.00	\$5,450.00
26	CC1 24X46	28	LF	\$50.00	\$1,400.00
27	I 18X54	127	LF	\$250.00	\$31,750.00
28	I1 24X54	217	LF	\$50.00	\$10,850.00
29	I2 24X57	190	LF	\$50.00	\$9,500.00
30	K1 25X54	23	LF	\$50.00	\$1,150.00
31	K2 24X59	23	LF	\$50.00	\$1,150.00
32	L 24X48	106	LF	\$50.00	\$5,300.00
33	P 18X37	140	LF	\$50.00	\$7,000.00
34	P1 24X37	20	LF	\$50.00	\$1,000.00
35	P2 12X37	20	LF	\$50.00	\$1,000.00
36	P3 24X43	40	LF	\$50.00	\$2,000.00
37	SV 18X54	209	LF	\$50.00	\$10,450.00
38	Y 12X29	20	LF	\$50.00	\$1,000.00

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total
39	Y 1 18X29	20	LF	\$50.00	\$1,000.00
40	Z 12X29	13	LF	\$50.00	\$650.00
41	Bore @ RR (incl. casing)	180	LF	\$300.00	\$54,000.00
42	Tie in holes 15x40x4 D	1	EA	\$11,250.00	\$11,250.00
43	10x10x4	1	EA	\$4,500.00	\$4,500.00
44	5x5x4	1	EA	\$4,500.00	\$4,500.00
45	PG& E Box and Pad 80x88x6 switch pad	1	EA	\$800.00	\$800.00
46	50x52x18 transformer pad	1	EA	\$800.00	\$800.00
47	4'6"x8'6"x6 ID Primary Vault	1	EA	\$1,400.00	\$1,400.00
48	4'x6'6"x5 ID Primary Vault	2	EA	\$1,200.00	\$2,400.00
49	17x30x18 ID Secondary box	1	EA	\$325.00	\$325.00
50	AT& T Box 36x60x36 excavate only	1	EA	\$800.00	\$800.00
51	Comcast Box 20x42x22 splice box - excavate only	1	EA	\$300.00	\$300.00
52	Street light box 13x24x12 - excavate only	8	EA	\$275.00	\$2,200.00
53	80"x88"x6" TH Switch Pad	1	EA	\$3,500.00	\$3,500.00
54	50"x52"x18"D Transformer Pad	1	EA	\$2,250.00	\$2,250.00
55	4'6"x8'6"x6'0"D I.D. Primary Vault	1	EA	\$7,000.00	\$7,000.00
56	4'0"x6'6"x5'0" D I.D. Primary Vault	2	EA	\$6,000.00	\$12,000.00
57	17"x30"x18"D I.D. Secondary Box	1	EA	\$400.00	\$400.00
58	36"x60"x36"D I.D. Splice Box	1	EA	\$2,750.00	\$2,750.00
59	20"x42"x22" D I.D. Splice Box	1	EA	\$1,000.00	\$1,000.00
60	13"x24"x12"D I.D. Splice Box	8	EA	\$275.00	\$2,200.00

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total
61	6" Primary Duct DB120	1,538	LF	\$8.00	\$12,304.00
62	4" Primary Duct DB120	712	LF	\$6.00	\$4,272.00
63	3" Secondary Duct DB120	15	LF	\$15.00	\$225.00
64	4" Telephone Duct	1,865	LF	\$6.00	\$11,190.00
65	2" CATV Duct	1,973	LF	\$5.00	\$9,865.00
66	2" Street Light Duct	741	LF	\$5.00	\$3,705.00
67	2" Plastic Main	619	LF	\$14.00	\$8,666.00
68	1 1/4" Plastic Service	209	LF	\$18.00	\$3,762.00
69	Electric System Installation	1	LS	\$146,324.50	\$146,324.50
70	Street Light System Installation	5	EA	\$8,000.00	\$40,000.00

Water Improvements

71	12" Ductile Iron Pipe	3,170	LF	\$140.00	\$443,800.00
72	12" Gate Valve	9	EA	\$2,750.00	\$24,750.00
73	4" Blow Off Assembly	2	EA	\$1,200.00	\$2,400.00
74	12" Tie-in to existing water line	1	EA	\$4,300.00	\$4,300.00
75	Bore and Jack 24" Casing	70	LF	\$700.00	\$49,000.00
76	8" Ductile Iron Pipe	125	LF	\$110.00	\$13,750.00
77	8" Gate Valve	2	EA	\$1,600.00	\$3,200.00
78	2" Blow Off Assembly	2	EA	\$700.00	\$1,400.00
79	Fire Hydrant Assembly	5	EA	\$700.00	\$3,500.00
80	Lower Water Line Under conflicting utility	9	EA	\$7,500.00	\$67,500.00

Civil Improvements

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total
81	Roadway Excavation	1	LS	\$ 60,000.00	\$60,000.00
82	Clearing, Grubbing and Demolition	17	AC	\$ 1,200.00	\$20,400.00
83	Pavement Grinding/Cold Planing	670	SY	\$ 13.00	\$8,710.00
84	Furnish and Install Hot Mix Asphalt, complete	1,810	TON	\$ 130.00	\$235,300.00
85	Furnish, Place and Compact Aggregate Base, complete	8,010	TON	\$ 30.00	\$240,300.00
86	Furnish, Place and Compact Shoulder Backing, complete	590	CY	\$ 25.00	\$14,750.00
87	Construct Concrete Valley Gutter, complete	910	LF	\$ 23.00	\$20,930.00
88	Construct City of Willows Std. Concrete Vertical Curb and Gutter, complete	1,170	LF	\$ 26.00	\$30,420.00
89	Construct City of Willows Std. Concrete Sidewalk, complete	5,840	SF	\$ 7.50	\$43,800.00
90	Construct City of Willows Std. Concrete Driveway Approach, complete	500	SF	\$ 10.00	\$5,000.00
91	Construct City of Willows Std. Curb Ramp, complete	240	SF	\$ 10.00	\$2,400.00
92	Construct Concrete Slab Overflow Weir, complete	3,000	SF	\$ 9.00	\$27,000.00
93	Construct Concrete Bus Pad, complete	900	SF	\$ 8.50	\$7,650.00
94	Furnish and Install Bus Stop Shelter, complete	1	EA	\$ 12,500.00	\$12,500.00
95	Furnish and Install 6-inch PVC Sanitary Sewer Pipe (PRIVATE), complete	100	LF	\$ 45.00	\$4,500.00
96	Furnish and Install 15-inch PVC Sanitary Sewer Pipe, complete	1,368	LF	\$ 120.00	\$164,160.00
97	Furnish and Install City Std. 60" Sanitary Sewer Manhole, complete	3	EA	\$ 6,000.00	\$18,000.00
98	Furnish and Install 6-inch Dia. PVC Force Main Pipe, complete	34	LF	\$ 40.00	\$1,360.00
99	Furnish and Install 12-inch Dia. HDPE Storm Drain Pipe, complete	73	LF	\$ 50.00	\$3,650.00
100	Furnish and Install 15-inch Dia. HDPE Storm Drain Pipe, complete	12	LF	\$ 55.00	\$660.00
101	Furnish and Install 12-inch Dia. RCP CLASS III Storm Drain Pipe, complete	623	LF	\$ 60.00	\$37,380.00
102	Furnish and Install 15-inch Dia. RCP CLASS III Storm Drain Pipe, complete	12	LF	\$ 70.00	\$840.00

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total
103	Furnish and Install 24-inch Dia. RCP CLASS III Storm Drain Pipe, complete	1,302	LF	\$ 90.00	\$117,180.00
104	Furnish and Install 30-inch Dia. RCP CLASS III Storm Drain Pipes, complete	248	LF	\$ 100.00	\$24,800.00
105	Furnish and Install City Std. 48" Storm Drain Manhole, complete	1	EA	\$ 5,000.00	\$5,000.00
106	Furnish and Install City Std. 60" Storm Drain Manhole, complete	2	EA	\$ 6,000.00	\$12,000.00
107	Furnish and Install City Std. 60" Storm Drain Manhole w/ Grate top, complete	1	EA	\$ 6,500.00	\$6,500.00
108	Furnish and Install Storm Drain Drop Inlet, complete	2	EA	\$ 2,500.00	\$5,000.00
109	Furnish and Install 24"x36" Storm Valley Drain, complete	8	EA	\$ 2,250.00	\$18,000.00
110	Furnish and Install SD Area Drain w/ Debris Rack Cage, complete	1	EA	\$ 4,000.00	\$4,000.00
111	Furnish and Install Storm Drain Pump Station, complete	1	LS	\$ 120,000.00	\$120,000.00
112	Furnish and Install Storm Drain Riser Assembly w/ Flared End Section, complete	2	EA	\$ 1,500.00	\$3,000.00
113	Furnish and Install Flared End Section, complete	4	EA	\$ 500.00	\$2,000.00
114	Bore and Jack 22" Dia. Steel Casing, complete	146	LF	\$ 900.00	\$131,400.00
115	Furnish, Place and Compact Rip Rap on Type "A" Fabric, complete	1,180	SF	\$ 8.00	\$9,440.00
116	Furnish, Place and Compact Cobbles on Geotextile Fabric, complete	65	SF	\$ 10.00	\$650.00
117	Furnish, Place and Compact 1-1/2" Clean Angular Rock on Geotextile Fabric, complete	50	SF	\$ 10.00	\$500.00
118	Furnish and Install Metal Beam Guard rails, complete	177	LF	\$ 85.00	\$15,045.00
119	Adjust Existing Metal Beam Guardrail, complete	2,200	LF	\$ 10.00	\$22,000.00
120	Adjust Existing Metal Beam Terminal, complete	2	EA	\$ 3,000.00	\$6,000.00
121	Furnish and Install New Cable Railing, complete	150	LF	\$ 15.00	\$2,250.00
122	Furnish and Install New Pedestrian Barricade, complete	2	EA	\$ 500.00	\$1,000.00
123	Furnish, Install, Maintain and Remove Type ESA Fence	320	LF	\$ 5.00	\$1,600.00
124	Furnish and Install New 6' Chain Link Fence, complete	120	LF	\$ 15.00	\$1,800.00

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total
125	Furnish and Install 4" Irrigation Sleeve	70	LF	\$ 25.00	\$1,750.00
126	Furnish and Install New Street Lights, complete	5	EA	\$ 2,000.00	\$10,000.00
127	Furnish and install New Sign, Base and Sign Post, complete	7	EA	\$ 300.00	\$2,100.00
128	Relocate Existing Sign(s) to New Base and Sign Post, complete	1	EA	\$ 250.00	\$250.00
129	Furnish and Install New Sign, complete	1	EA	\$ 200.00	\$200.00
130	Furnish and Install New Road Barricade, complete	2	EA	\$ 1,000.00	\$2,000.00
131	Remove existing and Install New Utility box, complete	1	EA	\$ 500.00	\$500.00
132	Construct Vegetated Swale	880	LF	\$ 6.00	\$5,280.00
133	Earthwork	9,000	CY	\$ 30.00	\$270,000.00
134	SWPPP / Erosion Control	1	LS	\$ 60,000.00	\$60,000.00
135	Furnish and Install 4" painted stripe, complete	7,050	LF	\$ 1.00	\$7,050.00
136	Furnish and Install 8" painted stripe, complete	935	LF	\$ 1.50	\$1,402.50
137	Furnish and Install 12" Thermoplastic stripe, complete	170	LF	\$ 3.00	\$510.00
138	Furnish and Install Thermoplastic Pavement Marking, complete	235	SF	\$ 4.50	\$1,057.50

SUBTOTAL ALL CONSTRUCTION \$4,059,666.80

CONTINGENCY (10%) \$405,966.68

CONSTRUCTION TOTAL \$4,465,633.48

EDA CONSTRUCTION AMOUNT \$2,622,288.00

EDA CONTINGENCY \$357,143.00

TOTAL EDA CONSTRUCTION COST \$2,979,431.00

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total
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AMOUNT OVER/UNDER (\$1,486,202.48)

**Packaging Agreement for an Over-The-Counter (OTC)
Community Development Block Grant (CDBG) application
Willows Basin Street Project**

The following is an agreement entered into this 15th day of August 2016, between 3CORE, Inc. (“3CORE”) and City of Willows (“CLIENT”).

Client hereby engages 3CORE to act as Client’s contract packager for the purpose of completing an OTC/CDBG application to the State Housing and Community Development Department (“HCD”). The purpose of the OTC/CDBG program is to provide economic development funding for eligible cities and counties to encourage job creation for targeted individuals. Funding is on a first come basis if sufficient public benefit is demonstrated and the need for CDBG funding is clear for the project to proceed. Both 3CORE and Client understand that funding is competitive and not guaranteed.

It is agreed as follows:

1. Client will assemble required information, including but not limited to those items noted in the most recent HCD CDBG checklist provided by 3CORE. Client will be responsible for submitting all required information on a timely basis. Client understands that if required information is not provided on a timely basis, this could delay the completion and submission of the application and could affect the competitiveness of the Client’s application. Client understands that 3CORE cannot begin application preparation until all required items in Exhibit A have been submitted and confirmed by 3CORE.
2. 3CORE will assemble and underwrite the application based on current CDBG application guidelines and direction from the HCD staff.
3. Client shall pay 3CORE a \$5,000 non-refundable deposit. This deposit shall be used by 3CORE to complete an eligibility review to assure the project meets minimum CDBG eligibility requirements. If deemed eligible, the non-refundable deposit shall be credited towards the full fee outlined in Exhibit A along with payment terms. Client and 3CORE understand that packaging costs are based on estimates. The level of review and complexity of each application preparation will vary. If, due to the complexity of the application, the estimates provided in Exhibit A are insufficient to cover actual costs incurred by 3CORE, the client shall be notified by 3CORE in writing. A revised estimate and payment schedule will be prepared based on the estimated time remaining to complete the application, utilizing a negotiated bill rate per hour specified in Exhibit A.
4. Prior to proceeding with additional work specified in section 3 above, the revised estimate of cost and payment schedule will require the prior written approval of client.
5. Either party may cancel this agreement with thirty days (30) prior written notice. 3CORE shall, upon notice of termination, cease all work immediately and return all proprietary information to Client as soon as possible or, at Client’s request, transfer this information to an alternative application packager. In either case, 3CORE shall be

entitled to reimbursement for any time and expenses incurred up to the date of termination. 3CORE shall submit to Client a settlement request for any and all costs incurred on behalf of Client within fifteen days (15) following notification of termination of this agreement.

Marc Nemanic, Executive Director
3CORE, Inc.

Wayne Peabody, City Manager
City of Willows

By: _____

By: _____

Date: _____

Date: _____

DRAFT

Exhibit A

Agreement to provide consulting services for a Community Development Block Grant Over-the-Counter (OTC) Application Preparation

Fee for Services Rendered

Fee for services rendered will be a total not to exceed \$30,000 unless prior written approval is received from Client (see Section 4 of contract).

Payment shall be made as follows:

- a) \$5,000 is due upon *contract execution* and shall be non-refundable as specified in Section 3 of the contract.
- b) \$3,500 is due upon completion of a revised Reuse Plan acceptable to HCD.
- c) \$9,000 is due upon *submission of the completed application* to the State CDBG program.
- d) \$5,000 is due upon *approval* of the CDBG OTC Application by the HCD Internal Loan Committee.
- e) \$5,000 is due upon *approval* by the HCD Director.
- f) As outlined in Section 3 if, due to the complexity of the application, the estimate outlined above is insufficient to cover the actual costs incurred by 3CORE, the client shall be notified by 3CORE in writing. A revised estimate will be prepared based on the estimated time remaining to complete the application utilizing a bill rate of **\$125.00 per hour**.

It is agreed that 3CORE shall not commence work under this contract until a signed contract has been returned to 3CORE with payment according to the schedule outlined above.

**AGREEMENT TO PROVIDE RELATIONSHIP MANAGEMENT SERVICES BETWEEN
THE CITY OF WILLOWS (CLIENT) AND 3CORE, INC (CONSULTANT)**

THIS AGREEMENT is entered into by and between THE CITY OF WILLOWS hereinafter referred to as the CLIENT, and 3CORE INC, hereinafter referred to as CONSULTANT.

1. **WORK TO BE PERFORMED.** CONSULTANT shall, in a manner satisfactory to the CLIENT, perform activities for CLIENT as described in Attachment A.
2. **TIME OF PERFORMANCE.** CONSULTANT shall commence the work to be performed pursuant to this Agreement on July 1, 2016 and shall satisfactorily complete all activities to be performed thereunder on or before June 30, 2017.
3. **FEES FOR SERVICE.** CLIENT agrees to compensate CONSULTANT for work completed according to the "Fees for Services" schedule set forth in Attachment B.
4. **TERMINATION.** CLIENT or CONSULTANT may, by giving 30 days written notice specifying the effective date, terminate this Agreement in whole or in part for cause, which shall include, but not be limited to: (1) failure, for any reason, of CONSULTANT to fulfill in a proper manner, within the time specified by schedule, its obligations under this Agreement; (2) if CONSULTANT provides incorrect or incomplete information or services in any material aspect provided under this Agreement; or, (3) any ineffective or improper use of funds by CONSULTANT provided under this Agreement. In the event of any termination, all property and finished or unfinished documents, data studies, reports purchased or prepared by CONSULTANT under this Agreement shall be returned to CLIENT or disposed of according to CLIENT directives and the CONSULTANT shall be entitled to compensation for any expenses reasonably and necessarily incurred in satisfactory performance of the Agreement.
5. **INDEMNIFICATION.** CLIENT agrees to indemnify, defend and hold harmless CONSULTANT, its officers, agents and employees from any and all claims, losses, liability, demands, costs, and expenses (including attorney's fees and litigation costs) arising from or in any way connected with CONSULTANT'S performance of work under this Agreement, or by its employees, subcontractors, agents, or anyone else employed directly or indirectly by any of the foregoing.
6. CONSULTANT agrees to maintain General Liability and Auto Liability Insurance and shall maintain, as required by law: Worker's Compensation and other applicable employee insurance during the performance of the work of this Agreement.
7. **INDEPENDENT CONTRACTOR.** CONSULTANT and the agents and employees of CONSULTANT, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the CLIENT.
8. **GOVERNING LAW.** This Agreement is made in accordance with and shall be governed and construed under the laws of the State of California, as applied to agreements executed and performed entirely in California.
9. **ENTIRE AGREEMENT.** This Agreement constitutes the entire, final, complete, and exclusive agreement between the parties regarding the subject matter hereof and supersedes all previous agreements or representations, written or oral, with respect thereto.

10. **NONASSIGNABILITY AND BINDING EFFECT.** Any attempted assignment of the rights or delegation of the obligations under this Agreement shall be void without the prior written consent of the nonassigning or nondelegating party. In the case of any permitted assignment or transfer of or under this Agreement, this Agreement or relevant provisions, shall be binding upon, and ensure to the benefit of, the successors, representatives, administrators, and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this instrument or caused this Agreement to be executed by their duly authorized agent(s) this ____ day of _____, 2016.

CITY OF WILLOWS
201 N. Lassen Street
Willows, CA 95988

By _____

Date _____

Title _____

3CORE, INC.
1430 East Avenue, Suite 4A
Chico, CA 95926

By  _____
Marc Nemanic, Executive Director

Date 8/12/16

**AGREEMENT TO PROVIDE RELATIONSHIP MANAGEMENT SERVICES BETWEEN
THE CITY OF WILLOWS (CLIENT) AND 3CORE, INC (CONSULTANT)**

ATTACHMENT A

CONSULTANT agrees to provide CLIENT relationship management and coordination services regarding the Economic Development Administration (EDA) Grant for the Willows / Basin Street Project.

Relationship management and coordination services performed by the CLIENT may include the following:

- **Participating in weekly project conference calls**
- **Facilitating communication between the City of Willows and the Economic Development Administration regarding the EDA grant project, environmental document processes, and other activities to move the project forward**
- **Convening subject matter experts to assist with project**
- **This agreement excludes EDA grant management activities**

**AGREEMENT TO PROVIDE RELATIONSHIP MANAGEMENT SERVICES BETWEEN
THE CITY OF WILLOWS (CLIENT) AND 3CORE, INC (CONSULTANT)**

ATTACHMENT B

Fee for Services Rendered

Fee for services rendered will be billed monthly at a rate of \$85.00 per hour and will not exceed a total of \$8,160.00 unless authorized in writing by the CLIENT during the term of this agreement. Payments will be due 30 days from the date of invoice.

A summary of services performed will accompany the monthly invoice.